

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u>	Accounting Technician (Payroll)	<u>Revision Date:</u>	10/2013
			<u>EEO Category:</u>	Administrative Support
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	30365

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Controller, performs payroll and accounts payable accounting functions as well as other general accounting duties.

III. Essential Duties

- Prepare bi-weekly payrolls, including incentives and fringe benefits.
- Balance payroll and update to general ledger.
- Prepare payroll liabilities for payment.
- Submit benefits data to vendors in an accurate and timely manner.
- Prepare and distribute W-2's and other year-end reports.
- File quarterly payroll reports.
- Track and deduct all wage assignments.
- Calculate and deduct garnishments in accordance with legal requirements.
- Perform and/or assist with audits, as needed.
- Assist Accountant with balancing payroll liabilities.
- Be available to answer employee questions and problems regarding the city's payroll program.

IV. Marginal Duties

- Purge all historical records in accordance with Utah Municipal General Records Retention Schedule, as needed.
- Provide coverage for department as needed.
- Perform other duties as assigned.

V. Qualifications:

Education: Two years of college experience in accounting or related field.

Experience: Two years of accounting or business training, plus one year of related payroll experience; may substitute any equivalent combination of experience and education.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: General and governmental accounting principles and practices; payroll practices; general office procedures; City Ordinances; personnel, tax, and payroll laws.

Responsibility for: Important City records dealing with confidential matters; moderate responsibility for the care, condition, and use of materials, equipment, money, and tools.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data that may influence important decisions.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer (spreadsheet and word processing), payroll and accounts payable information systems, 10-key, printer, copier, typewriter and telephone system.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; a moderate amount of pressure and fatigue is present during an average work day; constant exposure to deadlines; regular attendance and occasional overtime is necessary in this position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____